

# Nitro CVB

## Agenda

October 1, 2024

- Call To order
- Determination of Quorum
- Minutes of September meeting
- Financial Update
  - September Financials – Joe Stevens
- Funding Request – Garrett Burdette, Nitro High School
- Director's Update
  - Upcoming and Recent Events Report
  - City CVB Audit
  - WV Tourism Conference
  - Accreditation 2025
- New Business
  - Parks & Recreation - Matthew
  - Nitro Wars Museum – Cindy McGill
  - Mardi Gras – Kato
- Other
- Adjourn

# **Minutes**

## **The City of Nitro Convention and Visitors Bureau**

**September 3, 2024**

The Nitro Convention and Visitors Bureau met on Tuesday, September 3, 2024. The meeting was called to order at 6:00 pm by Chairman Bill Javins and held in Nitro City Council Chambers. Those attending the meeting in person were Bill Javins, Matthew Lawrence, Kato Moye, Bill Fortune, Dave Casebolt, Tracy Toler, Julia Washington and Ivan Meadows. Attending by phone was Jason Redman. Also, in attendance was Nitro CVB Executive Director Joe Stevens.

A quorum was determined, and the minutes were reviewed and a motion to accept the minutes of the previous meeting was made by Mathew Lawrence and seconded by Jason Redman. The motion was adopted.

A financial report for the month of August was presented by Joe Stevens and a motion to accept the report was made by Bill Fortune and seconded by Matthew Lawrence. The motion was adopted.

Joe Stevens presented to the board his director's report. Stevens went over recent and upcoming events taking place in the city. Stevens reported that the State CVB Audit had been submitted to the State Auditor's office. Stevens mentioned he was attending WV Tourism Conference. .

In New Business, Stevens presented the board with a resignation letter from board member Susan Valleau, which was accepted. Stevens presented the board with the nomination of local businessman Tim Arnott to fill the vacant board spot. A motion was made by Ivan Meadows and seconded by Julia Washinton to accept Arnott. The motion carried. Matthew Lawrence provided a Parks and Recreation report. Pool numbers for the summer were up and Kyle Mullins has been hired to handle the pickleball portion of the complex. A Mardi Gras Casino report was given by Kato Moye. Renovations are coming to the resort's hotel. Toler reported that the lake's trail expansion is 75 percent complete. Meadows reported to the board that the Mountaineer Food Bank was looking for a large indoor area for a fresh food giveaway in December. Casebolt said the school is in need of funding for its new Jumbotron and asked for the funding request to be put on October's agenda.

With no other business, the meeting was adjourned at 6:30 pm on a motion by Matthew Lawrence and seconded by Julia Washington. The next meeting to take place, October 1, 2024

CITY OF NITRO CONVENTION & VISITORS CY  
Balance Sheet  
September 30, 2024

ASSETS

Current Assets		
Regular Checking Account	\$	92,788.64
Cash-Tournaments		<u>6,278.81</u>
<b>Total Current Assets</b>		<b>99,067.45</b>
Property and Equipment		
Furniture and Fixtures		2,000.00
Equipment		6,095.48
Accum. Depreciation		<u>(7,923.00)</u>
<b>Total Property and Equipment</b>		<b>172.48</b>
Other Assets		
<b>Total Other Assets</b>		<u>0.00</u>
<b>Total Assets</b>	<b>\$</b>	<b><u><u>99,239.93</u></u></b>

LIABILITIES AND CAPITAL

Current Liabilities		
<b>Total Current Liabilities</b>		<b>0.00</b>
Long-Term Liabilities		
Dut to Other Govts	\$	<u>500.00</u>
<b>Total Long-Term Liabilities</b>		<u>500.00</u>
<b>Total Liabilities</b>		<b>500.00</b>
Capital		
Retained Earnings		87,304.37
Net Income		<u>11,435.56</u>
<b>Total Capital</b>		<u>98,739.93</u>
<b>Total Liabilities &amp; Capital</b>	<b>\$</b>	<b><u><u>99,239.93</u></u></b>

**CITY OF NITRO CONVENTION & VISITORS CY**  
**Income Statement**  
**For the Three Months Ending September 30, 2024**

	Current Month Actual	Year to Date Current Year	Year to Date Budget	Year to Date LY
<b>Revenues</b>				
Events Registration	\$ 0.00	\$ 2,760.00	0.00	0.00
Hotel Motel Tax 50%	0.00	24,963.82	0.00	19,557.41
Interest Income	1.54	4.41	0.00	0.51
<b>Total Revenues</b>	<u>1.54</u>	<u>27,728.23</u>	<u>0.00</u>	<u>19,557.92</u>
<b>Expenses</b>				
<b>Cost of Goods Sold</b>				
Materials Purchased	0.00	0.00	0.00	(384.83)
Sponsorships	250.00	3,500.00	0.00	2,421.42
Payments to Other Funds	0.00	4,849.80	0.00	0.00
<b>Total Costs of Goods Sold</b>	<u>250.00</u>	<u>8,349.80</u>	<u>0.00</u>	<u>2,036.59</u>
<b>Expenses</b>				
Advertising	3,535.90	4,968.35	0.00	2,557.92
Contributions	0.00	0.00	0.00	(800.00)
License Fees	0.00	0.00	0.00	(25.00)
Professional Services	112.50	1,174.52	0.00	1,004.07
Social Media Expense	0.00	0.00	0.00	33.50
Telephone Expense	0.00	0.00	0.00	221.22
Occupancy Expense	1,200.00	1,800.00	0.00	1,800.00
Travel Expense	0.00	0.00	0.00	275.10
<b>Total Expenses</b>	<u>5,098.40</u>	<u>16,292.67</u>	<u>0.00</u>	<u>7,103.40</u>
<b>Net Income</b>	<u>\$ (5,096.86)</u>	<u>\$ 11,435.56</u>	<u>0.00</u>	<u>12,454.52</u>

**CITY OF NITRO CONVENTION & VISITORS CY**  
**Account Register**  
**For the Period From Sep 1, 2024 to Sep 30, 2024**  
**10200 - Regular Checking Account**

Filter Criteria includes: Report order is by Date.

<b>Date</b>	<b>Trans No</b>	<b>Type</b>	<b>Trans Desc</b>	<b>Deposit Amt</b>	<b>Withdrawal Amt</b>	<b>Balance</b>
			Beginning Balance			97,887.04
9/4/24	3719	Withdraw	WV RADIO CORP		354.20	97,532.84
9/4/24	3720	Withdraw	BEYOND MARKETING		112.50	97,420.34
9/5/24	3721	Withdraw	NITRO LAND REUSE A		1,200.00	96,220.34
9/11/24	3722	Withdraw	HD MEDIA		125.00	96,095.34
9/11/24	3723	Withdraw	BRISTOL BROADCASTI		624.00	95,471.34
9/16/24	3724	Withdraw	Lil' Bit of Heaven Cupcak		250.00	95,221.34
9/16/24	3724V	Withdraw	Lil' Bit of Heaven Cupcak		-250.00	95,471.34
9/16/24	3725	Withdraw	Lil' Bit of Heaven Cupcak		250.00	95,221.34
9/16/24	3726	Withdraw	WOWK		85.00	95,136.34
9/24/24	3727	Withdraw	WKWS - FM		220.00	94,916.34
9/24/24	3728	Withdraw	BRISTOL BROADCASTI		624.00	94,292.34
9/24/24	3729	Withdraw	WV RADIO CORP		1,503.70	92,788.64
			<b>Total</b>		<b>5,098.40</b>	

**CITY OF NITRO CONVENTION & VISITORS CY**  
**Account Register**  
**For the Period From Sep 1, 2024 to Sep 30, 2024**  
**10600 - Cash-Tournaments**

Filter Criteria includes: Report order is by Date.

Date	Trans No	Type	Trans Desc	Deposit Amt	Withdrawal Amt	Balance
9/30/24	09/30/24	Other	Beginning Balance			6,277.27
			Interest Income	1.54		6,278.81
			<b>Total</b>	<b>1.54</b>		